



# REQUEST FOR QUOTATION

PLEASE COMPLETE THE FOLLOWING CONTACT INFORMATION:

## NOTES

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

1. Quoted prices are to be net thirty (30) calendar days: all discounts are to be deducted and reflected in net prices.
2. The County reserves the right to reject any and/or all quotes, to waive any technicalities in the quote, and to take whatever action is in the best interest of Washington County, Maryland.
3. The County is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 3000129 2.

### RETURN QUOTATIONS TO:

WASHINGTON COUNTY PURCHASING DEPARTMENT  
 Washington County Administration Complex  
 100 West Washington Street, Third Floor, Suite 3200  
 Hagerstown, Maryland 21740  
**Attention:** Rick F. Curry, CPPO, Director of Purchasing  
**Telephone Number:** 240-313-2330

REQUEST FOR QUOTATION

**THIS IS NOT  
AN ORDER**

DATE ISSUED

10/27 /2022

### DESCRIPTION

#### AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER

**Q-22-741**

*(See Attached Instructions & Specifications)*

**QUOTATION DUE: Tuesday, November 22, 2022, no later than 3:00 P.M., (EDT/EST)** and must be time-stamped in the Purchasing Department. Opening of quotations will follow. Interested parties are invited to hear a reading of the quotes. All quoters who wish to hear a reading of the quotes shall call 240-313-2330 to receive instructions prior to the teleconference.

**QUOTATIONS TO BE ADDRESSED TO:** Washington County Purchasing Department, Attn: Rick F. Curry, CPPO, Director of Purchasing, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740 and enclosed in a sealed opaque envelope marked "**QUOTATION – (Q-22-741) AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER**" and bearing the vendor's name.

Having received clarification on all items of conflict or upon which any doubt arose, the undersigned proposed to furnish all labor, materials and equipment called for by said specifications and instructions for the **TOTAL LUMP SUM QUOTATION**.

**NOTE: This page is to be returned with the Form of Proposal**

We quote you as above - F.O.B. \_\_\_\_\_

Official Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Telephone Number \_\_\_\_\_

Acknowledge Addenda # \_\_\_\_\_ Date \_\_\_\_\_

# \_\_\_\_\_ Date \_\_\_\_\_, # \_\_\_\_\_ Date \_\_\_\_\_

Delivery/Service can be performed no later than \_\_\_\_\_ calendar days from receipt of order.

Date \_\_\_\_\_

**Q-22-741  
REQUEST FOR QUOTATION**

**AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER**

**INSTRUCTIONS**

1. **QUOTATION SUBMISSION:** Quotations are to be submitted enclosed in a sealed opaque envelope bearing the name of the firm submitting the quote and marked “**QUOTATION – (Q-22-741 AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER)**”. Quotations are to be addressed to Rick F. Curry, CPPO, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Third Floor, Suite 3200, Hagerstown, Maryland, 21740. **Please direct all inquiries to Rick F. Curry, CPPO, at 240-313-2330, Fax - 240-313-2331. Facsimile or Electronic Quotes will not be accepted.**
  
2. **QUOTATION OPENING:** Quotations must be received and time-stamped in the Purchasing Department no later than **3:00 P.M., (EDT/EST) Tuesday, November 22, 2022**. Quotations will be opened and read at that time in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland. All interested parties are invited to attend. Quoters who wish to hear a reading of the quotes by teleconference shall call 240-313-2330 prior to the quotation opening meeting to receive instructions.
  
3. **PRE-QUOTATION CONFERENCE/TELECONFERENCE:**  
A Pre-Quotation Conference/Teleconference will be held in person in the Washington County Administration Complex, Third Floor Conference Room 3000, 100 West Washington Street, Hagerstown, Maryland 21740, **10:00 A.M., (EDT/EST) Wednesday, November 2, 2022**, at which time County personnel will be present to answer any questions. All interested quoters wishing to take part in the meeting by teleconference shall call 240-313-2330 prior to the meeting to receive instructions. All interested quoters are requested to take part in the conference/teleconference. Participation in this meeting is not mandatory, but it is strongly encouraged.  
**NOTE: All Quoters must enter the Washington County Administrative Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their quote and/or to attend the Pre-Quotation Conference and/or the Quote Opening. Alternate routes are controlled by a door access system. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition, and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace, or any other chemical defense sprays; and Illegal substances.**  
**AWARD OF CONTRACT:** Washington County shall award the contract to the responsible, responsive low Quoter based on the total sum for the purchase/installation/demo of the equipment. Carelessness in quoting prices, or in preparation of quotation otherwise, will not relieve the Quoter. Erasures or changes in quotations must be initialed. Upon approval of the cost proposal, it is the County’s intent to issue a Notice to Proceed (purchase order) within fourteen (14) days.

*Instructions*

**Automated Multi-Chemistry Discreet Analyzer**

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4. **BROCHURES, DESCRIPTIVE LITERATURE, MANUALS:**

- a. Firms submitting quotes shall furnish complete descriptive literature and specifications of the equipment upon which the Quotation is based.
- b. Failure to comply with this requirement may be ample cause for rejection of the Quotation.

5. **DELIVERY:** The successful Quoter shall guarantee delivery and installation as specified herein, no later than ninety (90) consecutive calendar days after notice of award. All delivery / installation and demo costs and charges shall be included in the Quotation.

6. **DISCOUNTS:** Quoted prices are to be net thirty (30) calendar days; all discounts are to be deducted and reflected in net prices.

7. **DISPUTES:** In cases of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the County Commissioners or authorized representative shall be final and binding on both parties.

8. **EQUAL OPPORTUNITY:** The Board of County Commissioners of Washington County, Maryland does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services. Individuals requiring special accommodations are requested to contact the Purchasing Department at 240-313-2330 Voice, TDD Dial 711 to make arrangements no later than seven (7) calendar days prior to the Quotation Opening.

11. **EXCEPTION:** The submission of a quotation shall be considered an agreement to all items, conditions, and specifications provided herein and in the various quotation documents unless specifically noted otherwise in the quotation.

12. **INTERPRETATION, DISCREPANCIES, OMISSIONS:** Should any Quoter find discrepancies in, or omissions from the documents or be in doubt of their meaning, or feel that the specifications are discriminatory, he/she should at once request, in writing, an interpretation from Rick F. Curry, CPPO – Director of Purchasing, Washington County Purchasing Department, Washington County Administration Complex, 100 West Washington Street, Suite 3200, Hagerstown, Maryland, 21740, Fax: 240-313-2331; or send questions in Microsoft Word platform via-email to [purchasingquestions@washco-md.net](mailto:purchasingquestions@washco-md.net)

All necessary interpretations will be issued to all Quoters by the Washington County Purchasing Director in the form of addenda to the specifications, and such addenda shall become part of the Contract Documents. Exceptions taken in no way obligates the County to change the specifications. Failure of any Quoter to receive any such addendum or interpretation shall not relieve such Quoter from any obligation under his/her quotation as submitted. The County will assume no responsibility for oral instructions or suggestions. **ORAL ANSWERS WILL NOT BE BINDING ON THE COUNTY.** Any requests received after 4:00 P.M., (EDT/EST), Thursday, November 10, 2022 may not be considered.

13. **LIQUIDATED DAMAGES:** Assessments shall be made at the rate of one percent (1%) of the quoted price, per unit, per day, for each unit not delivered by the due date. This assessment shall be deducted for the invoice price.

14. **MATERIAL AND WORKMANSHIP:** All equipment furnished shall be guaranteed to be new, unused and of current manufacture, to meet all requirements of the specifications, and to be in intended use condition at time of delivery. All workmanship shall be of high quality and accomplished in a professional manner so as to ensure functionality of the equipment.
15. **PAYMENT:** Payment will be made within thirty (30) calendar days after satisfactory installation and startup of the new Automated Multi-Chemistry Discreet Analyzer. Invoices shall be submitted in duplicate to the Department of Water Quality, 16232 Elliott Parkway, Williamsport, MD 21795.
16. **PAYMENT OF COUNTY AND MUNICIPAL TAXES:** Effective October 1, 1993, in compliance with Section 1-106(b)(3) of the Code of the Public Local Laws of Washington County, Maryland, "If a Bidder has not paid all taxes owed to the County or a municipal corporation in the County, the County Commissioners may reject the Bidder's bid."
17. **POLITICAL CONTRIBUTION DISCLOSURE:** In accordance with Maryland Code, State Finance and Procurement Article, §17-402, the Bidder shall comply with Maryland Code, Election Law Article, Title 14, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or any incorporated municipality, or their agencies during a calendar year in which the person receives in the aggregate \$100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of \$500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Administrative Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality or their agencies, and shall cover the preceding two (2) calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.
18. **REDUCTION OF PRICES:** Any reduction of prices during the period of this contract shall be passed on to the Board of county Commissioners of Washington County, Maryland.
19. **RESERVATIONS:** The Board of County Commissioners of Washington County, Maryland, reserves the right to accept or reject any or all quotes, to waive formalities, informalities and technicalities therein. The Board reserves the right to contact a Quoter for clarifications and may, at its sole discretion, allow a Quoter to correct any and all formalities, informalities and technicalities in the best interest of Washington County, Maryland.
20. **SALES TAX:** Washington County Government is exempt from State of Maryland Sales Tax. The County's Maryland Sales Tax Exemption Number is 30001292. The County will provide a sales tax exemption certificate for the items provided under this contract.
21. **SUBSTITUTIONS:** Any Quoter who contemplates offering alternate equipment that differs from that specified SHALL obtain the County's written approval prior to quotation opening. Substitution literature shall be received in the Purchasing Department **no later than 4:00 P.M., (EDT/EST), Thursday, November 10, 2022**. Requests received after this deadline for substitutions may not be considered. All correspondence regarding this quote shall be directed to and issued by the Washington County Purchasing Department.

**Q-22-741  
REQUEST FOR QUOTATION**

**AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER**

**SPECIFICATIONS**

1.	The successful vendor shall supply the County with the following technical information at or before the time of delivery of equipment
a.	Operating Manual
b.	Software Manual
c.	Method SOPs
2.	The County shall not accept any new equipment until all damage and defects have been repaired and factory shortages replaced.
3.	The new Automated Multi-Chemistry Discreet Analyzer shall replace the existing Lachat Analyzer at the Water Quality Laboratory located at 16232 Elliott Parkway, Williamsport, MD 21795 <b>The new Automated Multi-Chemistry Discreet Analyzer shall:</b>
a.	Be automated multi-chemistry system and operate on the discrete batch robotics analysis principle.
b.	The robotics system must provide immediate on demand start-up, automated method changeover, and automated shutdown under computer control with no operator intervention,
c.	The Analyzer must be method-based, capable of replicating the sample and reagent ratios specified in prescribed manual and continuous flow methodologies.
d.	Samples shall be processed at rates up to 200 tests per hour with no carryover or cross-contamination between samples or chemistries.
e.	The system must not require any post-run carryover correction.
f.	System must have the option of a sample tray for up to 120 samples on board and have the option to place up to 26 reagent containers capable to be filled up to 40 mL.
g.	All operating parameters must be computer programmable with no manual switching of manifolds, pump tubes, sample loops or interference filters; system must allow true walk-away operation with no operator monitoring or intervention.
h.	System must allow performing analyses on demand, with automated method changeover.
i.	Equipped with 2 robotic arms, each holds a separate probe to aspirate or dispense sample, reagent, or reaction solution.
j.	Minimum dosing volume must be at least 2uL.
k.	Sample trays to be keyed to prevent wrong positioning.
l.	The detection system must be decoupled from the sample/reagent mixing system to maximize throughput and analytical precision.
m.	System must be equipped with a 10 mm path length, temperature-stabilized, quartz, flow through cuvette to ensure a highly reproducible optical path. Complete flushing between samples prevents carryover and cross-contamination. The system must not require a wiping system to either the flow through cuvette or reaction wells.
n.	The high-quality photometer must have a measuring and a reference detector and have a resolution of at least 0.0001 AU and a dynamic range up to 2.500 AU. The wavelength range must be at least from 350-880 nm.

*Specifications*

**Automated Multi-Chemistry Discreet Analyzer**

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o.	The system must be able to perform automatic dilution of over-range samples.
p.	System must have the ability to prepare working standards from a stock solution using the automatic dilutor.
q.	Instrument must have a static wash well equipped constant clean water recirculation to ensure efficient cleaning of probe and dispensing system.
r.	System must employ an additional moving probe flusher to constantly clean the probe before each travel action.
s.	System must employ segregated waste lines for separate disposal of hazardous reagent waste and rinse water to further reduce disposal volume.
t.	Chemistry must not require individual manifolds to accommodate each chemistry.
u.	All chemistries shall be performed using a common pipettor reaction well, and detection systems.
v.	All method operating parameters shall be computer-programmable and not require manual change over.
w.	All methods must include manufacturer lab tested data collected using that method and specified instrumentation in use including linearity, accuracy, precision, method detection and reporting limit data across multiple days.
x.	All appropriate environmental chemistries must employ USEPA accepted methodologies.
y.	Approval documentation form USEPA must be included for each test specified.
z.	To determine nitrate, the system must employ an in-line open tubular cadmium reactor to thoroughly reduce nitrate to nitrite. The system shall also be capable of automatically reactivating the coil on-line with sopper sulfate solution. They system shall be capable of running nitrite separately by automatically switching the cadmium reactor out of line, determining nitrite, then subtracting the nitrite result from nitrate nitrite to give final nitrate concentration.
aa.	Software must communicate from computer to the chemistry unit solely through a USB port.
bb.	Software must automatically detect off-scale samples and select these samples for dilution.
cc.	Calibration report must include percent residual data and the date and time of analysis for each and all calibration standards.
dd.	Software must allow user specified minimum correlation coefficient value for calibration curves.
ee.	Software must perform closed-loop data quality monitoring QC samples and standard can be specified together with QC limits and corrective actions to take if limits are exceeded.
ff.	Software must allow for short and long-term QC chart tracking.
gg.	Software must provide an automatic data output for CSV format.
hh.	System must have at least a one-year warranty on parts and labor beginning on date of install.
ii.	Installation and commissioning must be provided by vendor.
jj.	Vendor must supply technical support from own employees to ensure minimum downtime
kk.	Vendor must employ a minimum of five qualified chemists in the US for Technical Support, contractors are not acceptable.
ll.	Vendor must maintain a dedicated Technical Support email address, that is monitored at least one per hour during normal working hours.

mm.	Vendor must maintain a dedicated Technical Support telephone line, answered by a qualified Technical Support specialist, and permanently manned during normal working hours. Answering machines are not acceptable.
nn.	Vendor must demonstrate that they maintain a database containing all sales, warranty, parts and technical support call and emails to ensure prompt and accurate Technical Support.
oo.	Vendor must have own in house method development laboratory, operated by own chemists, to provide local application training, support for future methodology changes.
4.	HP Business Desktop 280 G3 computer or equivalent – Intel Core i5 (6 <sup>th</sup> Gen) i5-6500 3.20 GHz – 4 GB DDR4 SDRAM – 500 GB HDD – Windows 10 Professional 64-bit – Micro Tower – DVD Writer DVD +/-R/RW – Intel HD Graphics – HDMI – 8x Total USB Port(s) 3.2 4 GB 500GB DVD RW W10P6 DG76 64
5.	Monochrome 4800 x 600 dpi Print Plain Paper Print 29 ppm Mono Print-A4, Letter, Legal, A5, A6, Executive, Folio, Officio, ISO B5, B% (JIS), Envelope No.10, 251 Sheets Standard Input Capacity – 12000 Duty Cycle – Automatic Duplex Print – Ethernet – Wireless LAN – USB Printer.
6.	Provide 3-days onsite by Vendor's own qualified Chemist staff.
7.	The new Automated Multi-Chemistry Discreet Analyzer shall be a SEAL Analytical AQ400 Series or approved equal.

**REMARKS/EXCEPTIONS:** \_\_\_\_\_

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**POLICY TITLE:** **Insurance Requirements for Independent Contractors**

**ADOPTION DATE:** August 29, 1989

**EFFECTIVE DATE:** September 1, 1989

**FILING INSTRUCTIONS:** \_\_\_\_\_

**I. PURPOSE**

To protect Washington County against liability, loss or expense due to damaged property, injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work or service performed on behalf of Washington County.

**II. ACTION**

The following should be inserted in all Independent Contractor Contracts:

"The Contractor shall procure and maintain at his sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County."

1. **Workers Compensation:** The Contractor agrees to comply with Workers Compensation laws of the State of Maryland and to maintain a Workers Compensation and Employers Liability Policy.

Minimum Limits Required:

Workers Compensation -	Statutory
Employers Liability -	\$100,000 (Each Accident)
	\$500,000 (Disease - Policy Limit)
	\$100,000 (Disease - Each Employee)

2. **Comprehensive General Liability Insurance:** The Contractor shall provide Comprehensive General Liability including Products and Completed Operations.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury and Property Damage.

Such insurance shall protect the County, its agents, elected and appointed officials, commission members and employees, and name Washington County on the policy as additional insured against liability, loss or expense due to damaged property (including loss of use), injury to or death of any person or persons and for care and loss of services arising in any way, out of, or in connection with or resulting from the work of service performed on behalf of Washington County.



2. **Comprehensive General Liability Insurance** (continued)

The Contractor is ultimately responsible that Subcontractors, if subcontracting is authorized, procure and maintain at their sole expense and until final acceptance of the work by the County, insurance as hereinafter enumerated in policies written by insurance companies admitted in the State of Maryland, have A.M. Best rating of A- or better or its equivalent, and acceptable to the County.

3. **Business Automobile Liability:** The Contractor shall provide Business Auto Liability including coverage for all leased, owned, non-owned and hired vehicles.

Minimum Limits Required:

\$1,000,000 combined single limit for Bodily Injury or Property Damage.

**Certificate(s) of Insurance:** The Contractor shall provide certificates of insurance requiring a 30-day notice of cancellation to the Insurance Department, Board of County Commissioners of Washington County prior to the start of the applicable project.

Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor. It is expressly understood that the County does not in any way represent that the specified limits of liability or coverage or policy forms are sufficient or adequate to protect the interest or liabilities of the Contractor.

All responsibility for payment of any sums resulting from any deductible provisions, corridor, or self-insured retention conditions of the policy or policies shall remain with the Contractor.

**General Indemnity:** The Contractor shall indemnify, defend and save harmless the Board of County Commissioners of Washington County, its appointed or elected officials, commission members, employees and agents for any and all suits, legal actions, administrative proceedings, claims, demands, damages, liabilities, interest, attorneys fees, costs and expenses of whatsoever kind of nature, whether arising before or after final acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the Contractor, or any one acting under its direction, control or on its behalf in connection with or incident to its performance of the Contract.

Revision Date: August 27, 1991  
Effective Date: August 27, 1991  
Revision Date: March 4, 1997  
Effective Date: March 4, 1997

**Company Contact Information (Please Print):**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Email Address: \_\_\_\_\_

Ordering Email Address: \_\_\_\_\_

Company Website: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Federal Employer's Identification Number: \_\_\_\_\_

**NOTE: This page is to be returned with the Form of Proposal**

Q-22-741

**AUTOMATED MULTI-CHEMISTRY DISCREET ANALYZER**

**FORM OF PROPOSAL**

<b>Item No.</b>	<b>Item Description</b>	<b>Unit of Measure</b>	<b>Qty</b>	<b>Unit Price (Figures)</b>	<b>Total Price (Figures)</b>
1	Automated Multi-Chemistry Discreet Analyzer _____ Dollars (Written) _____ per Cents (Written)	Ea.	1	\$ _____ (Figures)	\$ _____ (Figures)
<b>TOTAL LUMP SUM</b> _____ Dollars (Written) _____ Cents (Written)				\$ _____ (Figures)	

REMARKS/EXCEPTIONS: (Please state None if there are none)

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